**Volunteer Approval Letter** (*to be put on Extension and Outreach letterhead; save a copy of the dated letter/email in your file*)

Date

Volunteer Name

Volunteer Address

Dear Volunteer First Name,

We are pleased to welcome you as a new Master Gardener volunteer in \_\_\_\_\_\_\_\_\_\_\_\_ County. The \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council has approved you to begin your service following the completion of the Master Gardener coursework and requirements. I have enclosed a copy of your volunteer job description to help you better understand your role in our organization.

As you may know, the Master Gardener program is held in high regard across the state, and we welcome you to continue that tradition. When volunteering, we ask that you conduct yourself in a manner that would bring honor to Extension and Outreach, avoiding any behavior that could potentially put our program in a negative light. The enclosed *Extension Master Gardener Volunteer Standards of Behavior* outlines those expectations.

As a benefit of your volunteer status, you will be covered under our liability insurance when you are serving in your official volunteer capacity for Iowa State University Extension and Outreach in \_\_\_\_\_\_\_\_\_\_\_\_ County. This coverage begins from when you leave your home for your volunteer service until you return home.

We look forward to working with you in the future and appreciate the knowledge and skills that you bring to our organization. If you have any questions about your Master Gardener coursework or requirements, please contact Master Gardener Coordinator Name, MG Coordinator Contact Info.

Sincerely,

Extension staff member or Extension Council president

Enclosures: volunteer job description, *Extension Master Gardener Volunteer Standards of Behavior*